



**Franklin City Council Agenda
February 14, 2022
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

**7:00 P.M.
Regular Meeting**

CALL TO ORDER. MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Approval of January 24, 2022 minutes
- B. Resolution in Honor of Black History Month
- C. Resolution in Honor of Benefit Program Specialist Month
- D. Resolution in Honor of FBLA

2. FINANCIAL MATTERS

- A. Budget Amendment 2022-12
- B. Franklin City Public Schools Carryover Request
- C. Quarterly Financial Update

3. OLD/ NEW BUSINESS:

- A. Adoption of State of Emergency
- B. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority Board of Commissioners, Industrial Development Authority, Board of Zoning Appeals and

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding, health insurance of a City retiree, and Sanford vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on February 14, 2022; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

MINUTES FROM THE JANUARY 24, 2022 FY 23 AGENCIES AND ORGANIZATIONS WORK SESSION

The Franklin City Council held an Agencies and Organizations work session on January 24, 2022 at 6:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Robert (Bobby) Cutchins, Vice-Mayor; Councilman Mark R. Kitchen; Councilwoman Wynndolyn Copeland; and Councilman Ray Smith

Council Members not in Attendance: Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant and Arisha Jones, Administrative Assistants recording minutes.

Other Staff in Attendance: Sarah Rexrode, Director of Social Services; Vernie Francis, III, Chief of Emergency Services; Steve Patterson, Chief of the Franklin City Police Department; Lorraine Green-Whitehead, Executive Director of Smart Beginnings of Western Tidewater, Karl Heck, Director of Franklin/ Southampton Economic Development; Selenia Boone, Commissioner of the Revenue and Stephanie Blacknall, Deputy Director of the Commissioner of the Revenue

Agencies and Organizations

City Manager Amanda Jarratt introduced the following Agency and Organizations Representatives that were present to give the following presentations:

Cover 3

Greg Scott; President of Cover 3 Foundation; explained that the Cover 3 Foundation, Inc. (the Foundation) was created to inspire and motivate children to achieve their goals and conquer adversity. To reach, teach and feed through nutritious meals, positive messages, and leadership that empowers youth with a member of success. The main focus of the Foundation is the kid’s meals programs. The program provides nutritious snacks and meals to children in after school and summer programs and reaches approximately 3,000 underserved children every year. The Foundation serves children throughout Southampton County, Sussex County, Chesapeake, Norfolk, Suffolk, Emporia, Petersburg, Virginia Beach and the City of Franklin.

President Scott added food production costs have skyrocketed, fuel prices have increased, and food package supplies have increased as well.

Cover 3 Foundation requested for fiscal year 2022 -2023 **\$250,000.00**

Councilman Mark R. Kitchen asked how President Scott knew what areas were in need.

President Scott answered Cover 3 Foundation qualifies the site, which means the site has to be located in low income areas and at least fifty percent of the children qualify for free reduced lunches.

Smart Beginnings

Lorraine Green-Whitehead, Executive Director for Smart Beginnings of Western Tidewater; Executive Director thanked City Council for their continued support. Executive Director Green-Whitehead stated the primary service of the organization is to facilitate training for early childcare providers (birth to five) on the essential knowledge, skills practices, and methodology crucial to prepare children for kindergarten.

Smart Beginnings requested for fiscal year 2022-2023 **\$ 15,000.00**

Blackwater Library

Ben Neal, Director of the Blackwater Regional Library; Director Neal thanked City Council for their continued support. He stated the Blackwater Regional Library consists of five localities with more physical branches and our outreach services van which serves those unable to visit one of our locations such as our continued book drop-offs at the Village at Woods Edge in Franklin. Blackwater Regional Library is also an active presence in the community and frequently participates in community events such as the Franklin Fall Festival, the Franklin Farmer’s Market, back to School programs and more where free children’s books were given out. While the state and federal governments provide the library with resources to purchase materials, internet services and vital technology, the library is also reliant on the support of the City of Franklin’s main contribution towards Blackwater Regional Library’s budget is personnel costs, personnel costs make up 91% of the library’s entire local budget.

Blackwater Regional Library requested for fiscal year 2022 – 2023 **\$243,346.00**

Franklin / Southampton Economic Development, Inc.

Karl Heck, Director of Franklin / Southampton Economic Development, Inc. (FSEDI); stated FSEDI continues to work in the main areas of entrepreneurial development, business attraction, business retention and expansion and tourism development. While some of the specific project areas have changed over the years due to shifting priorities and changes in personnel both at FSEDI and the stakeholders, FSEDI remains focused on its main mission and goals.

The bullet points below highlight FSEDI’s successes from fiscal year 2021 – 2022 in the City of Franklin as well as FSEDI’s goals for working in the City of Franklin for fiscal year 2022 -2023:

Key Successes in 2021 – 2022:

- ✓ Global Concentrate attraction and land purchase in Pretlow Industrial Park.
- ✓ Franklin Business Center reaching 100% capacity for the first time in its 16-year history.
- ✓ START-UP Franklin – Southampton businesses in City of Franklin: Simply Prepared, The Graceful Baker, LLC and The Lighthouse Project.
- ✓ Taxable retail sales in the City of Franklin grew by 10.8% in fiscal year 2020 – 2021 to over \$183 million.

Main Work Plan for 2022 -2023:

- ✓ Continuing to market the smaller industrial parcels in the City of Franklin, including the remaining land in Pretlow and other for sale parcels.
- ✓ Working with Global Concentrate to ensure that their development occurs and remains on schedule.
- ✓ Working with the shopping center owners to maximize occupancy and identify potential redevelopment opportunities.
- ✓ Working on hotel attraction.
- ✓ Continuing to administer the Franklin Business Center and the Local Enterprise Zone programs.
- ✓ Administering the 5th round of STARTUP Franklin Southampton to support business development.
- ✓ SBDC meetings and continued business education for Franklin businesses.
- ✓ Marketing and enhancing the main development opportunities in the Franklin shared services areas, especially Camp Parkway Commerce Center.

Franklin / Southampton Economic Development, Inc. requested for fiscal year 2022 -2023 \$100,000.00

Senior Services of Southeastern Virginia

Steve Zollos, Chief Executive Officer of Senior Services of Southeastern Virginia (SSSV); Chief Executive Officer Zollos welcomed the opportunity to submit a budget allocation request of \$15,000.00 to the City of Franklin for FY 2022 – 2023. The significant increase in the City’s older adult population coupled with the effects of COVID have resulted in a demand for services unprecedented in our agency’s 50-year history. Even the COVID vaccines now widely available, the pandemic’s effects continue to disrupt the lives of Franklin’s older adult community as new COVID – 19 variants threaten supply chains slow and expense for basic necessities dramatically increase.

Senior Services anticipates assisting 655 older adults with 31,704 units of service resulting in the allocation of \$664,324.00 in direct services for the City of Franklin. The City’s required non-federal match to bring this level of services to your community for FY 2023 is \$49,147.00. If the City of Franklin contributes \$15,000.00 in support Senior Services will commit to raising an additional \$34,147.00 to fulfill this matching requirements.

Senior Services of Southeastern Virginia requested for fiscal year 2022 – 2023 was \$15,000.00.

Western Tidewater Free Clinic

Rhonda A. Stewart, Executive Director of Western Tidewater Free Clinic; Executive Director Stewart thanked City Council for their continued support. She added the clinics mission is to provide high-quality, non-emergency health care to residents of Western Tidewater who cannot otherwise afford it. The clinic is the sole free safety net health care provider in our 2,200 square mile service area. The clinic also provides a vast array of comprehensive services and coordinated healthcare needed to improve our patients’ health and the quality of their lives. Many of the clinics patients both uninsured and under insured have no other place to go for health care services.

Western Tidewater Free Clinic requested for fiscal year 2022 – 2023 was \$43,900.00.

Camp Community College

Dr. Corey McCray, President of Camp Community College; Dr. McCray stated Camp Community College provides accessible, quality higher education, workforce training, and community development in our service region, supporting success for a diverse student population, while fulfilling the needs of our employers.

Core Values

- **To Diversity** – Each person is important and appreciates the diversity of our student body and college employees. Seeks to understand and respect one another.
- **To Teaching and Learning** – Faculty, staff and students bring knowledge, skills and abilities to the institution. We encourage everyone to develop to their full potential in order to live responsible and productive lives.
- **To Teamwork** – Accomplish more by working together. Collaboration is an organizational priority for faculty and staff and a learning expectation for students.
- **To Access and Service** – Strive to remove obstacles that threaten student success and challenge students to do the same in their communities through service to others.
- **To Excellence and Continuous Improvement** – Expect each student and college employee to uphold the standards of quality identified for their academic plan or administrative unit with integrity. Evaluate student outcomes and other measures of institutional and individual effectiveness to continuously improve performance, programs and services.
- **To Innovation** – Encourage each other to try new ways to address challenges and fulfill the college’s mission.
- **To Community** – Work with community to achieve common goals related to education, economic development, and civic engagement.

Camp Community College requested for fiscal year 2022 – 2023 \$13,000.00

City Manager Amanda Jarratt presented City Council with the following Agency and Organizations requests:

Franklin / Southampton Chamber requested for fiscal year 2022 -2023 \$8,500.00

Health Department requested for fiscal year 2022 -2023 \$103,460.00

Adjournment

Mayor Frank Rabil adjourned the January 24, 2022 Agency and Organization work session at 6:49 p.m.

Mayor

Clerk to City Council



**CELEBRATING BLACK HISTORY MONTH
RESOLUTION #2022 – 02**

WHEREAS, *Black History Month*, originated in 1926 when Dr. Carter G. Woodson set aside a special period in February to recognize the heritage and achievements of African Americans in the United States; and

WHEREAS, *Black History Month* is designed to recognize and pay tribute to the many contributions of African Americans to the history, society and culture of the United States of America; and

WHEREAS, the contributions of African Americans from all walks of life and their endeavors to learn and thrive throughout history and make unforgettable marks in our Nation as artists, scientists, educators, business people, influential thinkers, members of the faith community, athletes, and political and governmental leaders, reflects the greatness of the United States; and

WHEREAS, remaining hopeful and confident about the path ahead, and a time to acknowledge the courageous fight for rights, liberties, and freedoms for all Americans,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FRANKLIN celebrates February 2021, as Black History Month and that it calls upon all the City of Franklin’s citizens to observe this month with programs, celebrations, ceremonies and activities recognizing the amazing and everlasting efforts and accomplishments of African-Americans

Signed this 14th day of February 2022

Mayor Frank Rabil



BENEFIT PROGRAMS SPECIALIST APPRECIATION MONTH

Resolution of Appreciation

RESOLUTION #2022 – 03

WHEREAS, Virginia has provided a safety net to the most vulnerable citizens of the Commonwealth by administering the benefit programs of SNAP, TANF, Medical Assistance, General Relief, Auxiliary Grant, Refugee Cash Assistance and Energy Assistance by local department of social services; and

WHEREAS, Virginia’s landmark welfare reform legislation and the present social economic climate in the United States and Virginia have significantly impacted the services provided by local Benefit Programs Specialist, calling upon them to creatively promote individual self-sufficiency and personal responsibility; and

WHEREAS, Virginia’s 3916 Benefit Programs Workers (3409 Specialist, 465 Supervisors, and 42 Managers), 316 VIEW workers and 453 Child Care workers have been at the forefront of public efforts to meet that need, steadily maintaining a high rate of application processing and case management to ensure that those qualified for social services benefits receive and continue to receive them; and

WHEREAS, 37,577 TANF recipients and an additional \$4,707,569 in TANF Diversionary payments were issued to prevent long term dependence on public assistance, 7,166 VIEW cases, 753,638 SNAP recipients, 1,841,088 Medical Assistance recipients, 444 General Relief recipients, 3,014 Auxiliary Grant recipients, 107,933 Energy Assistance households, 26,666 Child Care households, 4,414 children under 17 in Foster Care and 838 young adults (18-21 years old) are served through the Benefit Programs Division and depend on the dedication and commitment of Benefit Programs Specialist who handle their cases in an accurate and timely manner; and

WHEREAS, Benefit Programs Specialist are continually faced with reconciling an environment of rapidly changing policies, procedures, and technological advances with quality control requirements; and

WHEREAS, Benefit Programs Specialists provide ethical public service, respect human dignity, are responsible for the application of the law, demonstrate personal integrity and promote professional excellence;

NOW THEREFORE BE IT RESOLVED, on this 14th day of February 2022, the Franklin City Council does hereby commend all Benefit Programs Specialists across the City of Franklin for a job well done and recognizes the month of February 2022 as Benefit Programs Specialist Appreciation Month, calling upon all citizens to join in acknowledging their public service contributions.

Mayor Frank Rabil

Franklin High School

FBLA

**310 Crescent Drive
Franklin, VA 23851**

Adviser: Shonna Rawlings

President: Issis Brown

Vice President: Rhazia Dawson

FBLA Proclamation

RESOLUTION # 2022-04

WHEREAS, Future Business Leaders of America-Phi Beta Lambda is a nonprofit educational organization whose first chapter was established in Johnson City, Tennessee, in 1942; and

WHEREAS, this organization has grown now to encompass over 250,000 members and advisers nationwide in middle schools, high schools, colleges, universities, career and technical schools, and private business schools; and

WHEREAS, FBLA-PBL inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences; and

WHEREAS, members perform community service activities and strive to build a student's understanding of the realities of the modern business world; and

WHEREAS, FBLA teaches high school students basic business and leadership principles; and PBL helps university, college, technical, and business school students to make the transition from school to work;

NOW, THEREFORE, I, Frank Rabil, Mayor of the City of **Franklin**, do hereby proclaim February 13 through February 19 of 2022, as **NATIONAL FBLA-PBL WEEK** in the City of **Franklin**.

Mayor Frank Rabil

BUDGET AMENDMENT 2022-12

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to:

1. recognize additional Federal and State revenue from the Department of Behavioral Health & Developmental Services and appropriate such revenue for new use;
2. reallocate unspent ARPA completed Governmental Services project funds to a new ARPA Governmental Services project for COVID Public Health Mitigation expenses; and
3. recognize the School's supplemental appropriation of State and local revenue and to appropriate for new use.

	2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
100 GENERAL FUND			
REVENUE			
100-3-24040-0300 State Infant & Toddler	\$ 467,813	\$ 537,563	\$ 69,750
100-3-33010-0300 Federal Part C Infant & Toddler	177,154	193,601	16,447
100-3-33010-0301 ARPA Part C Early Intervention Funds	-	52,911	52,911
			\$ 139,108
EXPENDITURES			
100-4-52300-5699 Contributions - Children's Center	\$ 644,967	\$ 784,075	\$ 139,108
			\$ 139,108

#2			
100 COVID/ARPA FUND			
EXPENDITURES			
230-4-81300-8115 Premium Pay	\$ 400,000	\$ 377,852	\$ (22,148)
230-4-81300-8117 Train Depot Painting	10,000	8,491	(1,509)
230-4-81300-8120 Bullet Proof Vests	8,000	8,862	862
230-4-81300-8121 EMS Helmets	4,000	4,459	459
230-4-81300-8130 COVID Public Health Mitigation Expenses	-	22,336	22,336
			\$ -

#3			
250 SCHOOL OPERATING FUND			
REVENUE			
250-3-18990-1881 Donations Charitable Foundations	\$ 10,000	\$ 159,000	\$ 149,000
250-3-24000-0215 Driver Recruitment Grant	-	29,744	29,744
			\$ 178,744
EXPENDITURES			
250-4-60000-0001 Instruction	8,658,249	8,807,249	149,000
250-4-60000-0215 Driver Recruitment Grant	-	29,744	29,744
			\$ 178,744

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



COMMONWEALTH of VIRGINIA

ALISON G. LAND, FACHE
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-3921
Fax (804) 371-6638
www.dbhds.virginia.gov

CONTRACT MODIFICATION

Date: December 21, 2021

Contract Number: 720-4515-39

Renewal Number: N/A

Modification Number: 01

Issued By: Department of Behavioral Health and Developmental Services
Procurement and Administrative Services
1220 Bank Street
Richmond, VA 23219

Contractor: The City of Franklin

Commodity Description: Infant & Toddler Connection of Virginia – Part C

This Supplemental Agreement is entered into pursuant to the provision of the basic contract and any contract modifications.

Description of Modification; effective January 1, 2022:

1. Reference page 7, Section 2.1, Local Lead Agency, Paragraph b. (1); add the following:
 - (b) Submit a separate budget for the use of the American Rescue Plan Act (ARPA) funds, which is due February 28, 2022. ARPA funds are one-time funds that shall be used for any currently allowed expenses under Part C-Early Intervention.
 - (c) Prepare and submit a separate ARPA expenditure report (Attachment B – Expenditure Report Forms; previously provided) that shall reflect expenditures incurred from the date the ARPA distribution is received by the Local Lead Agency through June 30, 2022. Reports shall be emailed to the Office of Grants Management; Ramona.Howell@dbhds.virginia.gov. ARPA Expenditure Reports are due as follows:

End-of-Year Report (Date Received thru 06/30/22)	Due August 15, 2022
Mid-Year Report	Due February 20, 2023
End-of-Year Report	Due August 21, 2023

- (d) Retain any unspent ARPA funds until September 30, 2023. The balance of the ARPA funds shall be reported on a separate Federal Balance Report (Attachment B – Federal Balance Report; previously provided). If there are retained ARPA funds on September 23, 2023, they must be returned to the Office of Grants Management of the DBHDS as directed by the DBHDS Fiscal Office.

The Contractor shall not exceed the purchase order amount without the approval of the Purchasing Agency. Should an increase be warranted, the Purchasing Agency will issue a change order to the purchase order.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

CONTRACTOR:

PURCHASING AGENCY
DBHDS:

DocuSigned by: BY: <i>Amanda C. Jarratt</i> <small>CD03375FC5234DB...</small>	DocuSigned by: BY: <i>Scott Magazine</i> <small>7F57781DCE6D429...</small>
PRINTED NAME: Amanda C. Jarratt	PRINTED NAME: Scott Magazine
TITLE: City Manager	TITLE: Deputy Director of PAS
DATE: January 14, 2022	DATE: 1/19/2022 10:05 EST



Order No. EP3428909-

Issued on Thu Jan 20 09:26:05 EST 2022
 Created on Thu Jan 20 09:26:05 EST 2022 by White, Keisha

eVA Req#: PR9402815-V4

Supplier:
 CITY OF FRANKLIN VA
 207 W 2nd Ave
 Franklin VA 23851-1713 United States
 Phone: 757-562-8532 Fax: 757-562-0402
 Contact: Sandra Smith
 Vendor TIN: *****1284
 SWAM:

Ordering Person:
 Department of Behavioral Health and Developmental Services
 White, Keisha
 Phone: 804-786-3710
 E-mail: keisha.white@dbhds.virginia.gov

Ship To:
 Department of Behavioral Health and Developmental Services - Richmond
 1220 Bank Street, 8th Floor-Room 819
 INSIDE DELIVERY
 Richmond, VA 23219 United States
 Phone: Fax:

Bill To:
 Department of Behavioral Health and Developmental Services
 P.O. Box 1797
 Richmond, VA 23218 United States
 Phone: Fax:
 E-mail:

Deliver To: Keisha White

Item	Item Number	Description	Need By	Quantity	Unit	Unit Price	Extended Amount	Contract Number
1		The Contractor shall provide the Infant and Toddler Connection of Western Tidewater State Funds \$537,563 Federal Funds \$193,601 July 1, 2021-June 30, 2022	Thu Jul 01 00:00:00 EDT 2021	1	year	\$ 731,164 USD	\$ 731,164 USD	720-4515-39
2		Contract Modification for One-Time Part C ARPA Funds for the ITC of Western Tidewater Contract #720-4515-39 Part C Early Intervention American Rescue Plan Act (ARPA) Funds This Supplemental Agreement is entered into pursuant to the provision of the basic contract. ARPA funds are one-time funds and can be used for any currently allowed expenses under Part C-Early Intervention. Contract Period: January 1, 2022 - June 30, 2022	Thu Jul 01 00:00:00 EDT 2021	1	each	\$ 52,911 USD	\$ 52,911 USD	720-4515-39

Line	Comments:
	Per all terms, conditions, specifications and pricing of Contract Renewal #5.
	Change order-V2- submitted to change contractor from WESTERN TIDEWATER CSB to CITY OF FRANKLIN. No other changes made.
	Change order submitted to correct PO category to X02; no other changes made.
	Change order submitted to add ARPA funds, per all terms, conditions, specifications and pricing of modification dated December 21, 2021.
Total :	
\$ 784,075 USD	

Status: Ordered



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: February 3, 2022

RE: Notice of Budget Adjustments

The Franklin City School Division requests that the below budget funds be adjusted to balance with grants for FY 2022 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Hampton Roads Community Foundation – Revenue Increase	10-18990400 Local Revenue	\$ 149,000.00	250-3-18990-1881 WFS
Hampton Roads Community Foundation – Expense Increase	10-2-1-61101-6000-0561-009-000	\$ 149,000.00	250-4-60000-0001
Transportation Revenue - Increase	Fund 47	\$ 29,744.20	New Account needed
Transportation Expense - Increase	Fund 47	\$ 29,744.20	New Account Needed
	NET EFFECT of entry	\$ 0	



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: February 4, 2022

RE: Rollover Request

Franklin City Public Schools has reviewed its financial spending plan through the life of the ESSER III Grant. We have decided to resubmit the request for the \$577,200 unexpended fund balance as of June 30, 2021, to satisfy low cash flow balances due to large expenditures during the grant period. This will assist in the prevention of the negative cash flow that occurred in October 2021.

As discussed during the Friday, February 4th meeting, the \$577,200 would be placed in a restricted contingency line that would only be used for the float of grant expenditures. And if at any time FCPS would like to use any portion of the \$577,200, to cover a non-grant funded expense that would not be replaced, a request would need to be approved by both the FCPS School Board and City Council before expending.

Should you have further questions, please contact Mr. Ryder, Assistant Superintendent of Finance.

Code of Virginia
Title 22.1. Education
Chapter 8. Public School Funds
Article 1. State and Local Funds

§ 22.1-100. Unexpended school and educational funds

All sums of money derived from the Commonwealth which are unexpended in any year in any school division shall revert to the fund of the Commonwealth from which derived unless the Board of Education directs otherwise. All sums derived from local funds unexpended in any year shall remain a part of the funds of the governing body appropriating the funds for use the next year, but no local funds shall be subject to redivision outside of the locality in which they were raised.

Code 1950, § 22-138; 1956, Ex. Sess., c. 67; 1980, c. 559.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



HIGHLIGHTS – GENERAL FUND
For the period ending December 31, 2021

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending December 31, 2021.

The report contains provisions for most revenue and expenditure accruals.

- Reflects 6 months of revenues & expenditures in most cases (where noted, the 6th month has been estimated) – modified accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

	2021-2022	ACTUAL	BUDGET	2020-2021	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,663,617	\$ 2,725,523	48.1%	\$ 5,635,484	\$ 2,789,758	49.5%
Real Estate Taxes-Delinquent	220,000	154,720	70.3%	220,000	354,019	160.9%
Personal Property Taxes-Current	1,626,246	1,510,077	92.9%	1,398,200	1,423,097	101.8%
Personal Property Taxes-Delinquent	35,000	112,112	320.3%	35,000	23,118	66.1%
Machinery & Tools	24,020	24,466	101.9%	20,600	23,196	112.6%
Penalties & Interest Taxes	145,000	72,872	50.3%	117,000	109,192	93.3%
Public Service Corporation Taxes	86,200	75,817	88.0%	80,150	68,639	85.6%
GENERAL PROPERTY TAX	\$ 7,800,083	\$ 4,675,587	59.9%	\$ 7,506,434	\$ 4,791,019	63.8%

Current	4,675,588
Prior Year	\$ 4,791,019
Net Change \$	(115,432)
Net Change %	(2.41)%

Local Tax Revenue Prior Year Comparison Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Dec-21	946,061	97,020	155,127	1,008,730	2,206,938
Dec-20	857,345	91,476	169,757	989,198	2,107,776
Prior Year \$	88,716	5,544	(14,630)	19,532	99,162
Prior Year %	10.35%	6.06%	-8.62%	1.97%	4.70%

Local Tax Revenue Budget to Actual Comparison

Benchmark – 50%

	FY 21-22 Budget	12/31/2021	% of Budget Realized
Local Sales & Use*	\$ 1,950,000	\$ 1,008,730	51.7%
Cigarette Taxes	\$ 340,000	\$ 155,127	45.6%
Meals Taxes*	\$ 1,700,000	\$ 946,061	55.7%
Lodging Taxes*	<u>\$ 180,000</u>	<u>\$ 97,020</u>	<u>53.9%</u>
Total Local Tax Revenue	\$ 4,170,000	\$ 2,206,938	52.9%

*prepared on modified accrual
basis

At six (6) months into the fiscal year, local tax revenue has exceeded targeted projections with the exception of cigarette taxes. If revenue collections continue at current pace, there will be a \$243k excess.

Revenue & Expenditure Summary – Cash Basis

General Fund revenue at the end of the period totaled \$15.7 mil and represented 59% of budget which is \$1.9m greater than the prior year. This is primarily attributable to the \$1.9m in real estate sale proceeds from Global Concentrate.

General Fund expenditures at the end of the period totaled \$11.6 mil and represented 42% of the total budget; when compared to the prior year period of \$10.5, this is a net \$173k decrease.

FY22 Fund Balance Appropriated by Council for planned expenditures at December 31st: \$1,114,479

General Fund - Primary Expenditure Variances

Western Tidewater Jail	\$ (510,000)	Timing of 3rd quarter payment
		Salaries paid by CARES in FY20 combined with
Police Department	589,000	costs of new positions
		\$110k increase in Salaries due to filled vacancies
E911	162,000	& \$44k in Capital Outlay
Fire Department	1,110,000	Salaries paid by CARES in FY20
Buildings-Ground Maintenance	274,000	FY21 Ground Maintenance Program & Vehicles
Transfers to Other Funds	(1,490,922)	Decrease in Transfers per FY22 Budget
	<u>\$ 134,078</u>	

FY22 Projected General Fund Balance

General Fund Balance Policy Evaluation

<i>FY 21-22 Revised Budget</i>	\$	27,820,565
<i>Percentage of General Fund Balance</i>		26.85%
<i>Minimum Balance Needed for 15%</i>	\$	4,173,084.75
<i>Policy Compliance</i>		
<i>Amount In Excess of Policy Minimum</i>	\$	3,297,015

General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY21 Actual Revenue Thru 12.31.21	FY22 Budgeted Revenue	FY22 Actual Revenue Thru 12.31.21	FY22 Balance/Excess/ Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	3,143,777	5,883,617	2,880,244	3,003,373	48.95%	(263,533)
PUBLIC SERVICE CORPORATION TAXES	68,639	86,200	75,817	(80,149)	87.95%	7,178
PERSONAL PROPERTY TAXES	1,446,215	1,661,246	1,622,188	(1,179,592)	97.65%	175,973
MACHINERY & TOOLS TAXES	23,196	24,020	24,466	(20,600)	101.86%	1,270
PENALTIES AND INTEREST	109,192	145,000	72,872	(35,286)	50.26%	(36,320)
OTHER LOCAL TAXES	659,466	1,950,000	672,486	(1,122,403)	34.49%	13,020
UTILITY TAXES	272,788	548,500	281,201	(375,970)	51.27%	8,414
BUSINESS LICENSE TAXES	15,411	1,016,060	31,538	(778,428)	3.10%	16,127
MOTOR VEHICLE LICENSES	133,652	220,400	125,548	(142,753)	56.96%	(8,104)
BANK STOCK TAXES	-	40,950	-	(50,000)	0.00%	-
TAXES ON RECORDATION AND WILLS	21,598	50,000	48,019	(37,748)	96.04%	26,421
CIGARETTE TAXES	169,757	340,000	155,127	(190,173)	45.63%	(14,630)
LODGING TAXES	76,230	180,000	81,807	(79,150)	45.45%	5,577
MEALS TAX	714,454	1,700,000	765,463	(797,760)	45.03%	51,009
PROBATE TAXES	391	750	1,019	(1,430)	135.87%	628
PERMITS AND OTHER LICENSES	60,468	42,050	67,351	(108,700)	160.17%	6,883
FINES AND FORFEITURES	7,580	19,750	11,574	(21,551)	58.60%	3,994
REVENUE FROM USE OF MONEY	726	1,500	1,332	(1,074)	88.80%	606
REVENUE FROM USE OF PROPERTY	151,496	156,544	154,513	(120,964)	98.70%	3,017
CHARGES FOR CURRENT SERVICES	1,552	7,010	1,143	(10,128)	16.31%	(409)
CHARGES FOR OTHER PROTECTION	234,813	479,393	215,891	(306,149)	45.03%	(18,922)
MISC BILLING SERVICES	1,468	-	1,472	660	-	4
CHG FOR SANITATION & WASTE REMOVAL	8,733	8,000	6,033	(5,244)	75.41%	(2,700)
CHARGES FOR ADMIN-FUNDS	683,177	1,366,353	683,177	(910,902)	50.00%	0
RECREATIONAL FEES	1,112	14,300	4,069	(25,888)	28.45%	2,957
MISCELLANEOUS	1,314,239	1,434,890	3,238,308	(388,920)	225.68%	1,924,069
RECOVERED COSTS	916,056	2,195,423	893,765	(1,893,062)	40.71%	(22,291)
NON-CATEGORICAL AID STATE	1,003,400	1,485,297	997,354	(1,437,124)	67.15%	(6,046)
SHARED EXPENSES	63,860	206,704	62,896	(169,090)	30.43%	(964)
CATEGORICAL AID - STATE	1,510,115	2,742,033	1,381,798	(1,926,229)	50.39%	(128,317)
CATEGORICAL AID -FEDERAL GOVERNMENT	105,167	193,749	140,005	(124,511)	72.26%	34,838
FUNDS TRANSFERS	919,697	2,506,348	1,047,497	(1,742,043)	41.79%	127,801
Sub Total	13,838,424	26,706,087	15,745,973	(11,078,990)		1,907,549
APPROPRIATED FUND BALANCE BY COUNCIL		1,114,479	-	(1,742,043)		
General Fund Revenue Total	13,838,424	27,820,566	15,745,973	(12,821,033)		1,907,549

General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Department	FY21 Actual Expenditures Thru 12.31.20	FY22 Budgeted Expenditures	FY22 Actual Expenditures Thru 12.31.21	FY22 Balance/Excess/ (Deficit)	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	102,828	172,454	95,260	77,194	55.24%	7,568
CITY MANAGER *****	120,678	294,639	123,068	171,571	41.77%	(2,390)
CITY ATTORNEY *****	44,942	100,000	50,235	49,765	50.24%	(5,293)
MANAGEMENT SERVICES & HR*****	96,298	278,670	108,408	170,262	38.90%	(12,110)
COMMISSIONER OF THE REVENUE *****	145,424	305,623	132,130	173,493	43.23%	13,294
REAL ESTATE ASSESSOR *****	28,039	143,022	27,341	115,681	19.12%	698
CITY TREASURER *****	166,139	366,731	169,692	197,039	46.27%	(3,553)
ACCOUNTING *****	195,500	389,967	187,302	202,665	48.03%	8,198
PURCHASING & GENERAL SERVICES****	39,690	84,650	42,477	42,173	50.18%	(2,787)
UTILITY COLLECTIONS & BILLING *****	169,604	350,827	167,394	183,433	47.71%	2,210
INSURANCE *****	102,575	199,844	86,559	113,285	43.31%	16,016
INFORMATION TECHNOLOGY*****	125,528	279,586	83,105	196,481	29.72%	42,423
BOARD OF ELECTIONS *****	113,531	159,517	74,505	85,012	46.71%	39,026
CIRCUIT COURT ***	9,091	7,467	7,467	-	100.00%	1,624
GENERAL DISTRICT COURT ***	3,551	15,825	3,799	12,026	24.01%	(248)
CLERK OF CIRCUIT COURT ***	69,740	74,566	74,566	-	100.00%	(4,826)
SHERIFF'S OFFICE ***	146,813	138,882	138,882	-	100.00%	7,931
DISTRICT COURT SERVICE ***	36,653	104,600	88,729	15,871	84.83%	(52,076)
COMMONWEALTH'S ATTORNEY ***	50,821	72,195	72,195	-	100.00%	(21,374)
WESTERN TIDEWATER REGIONAL JAIL**	1,021,052	1,021,052	510,526	510,526	50.00%	510,526
POLICE ***	1,049,411	3,333,285	1,638,986	1,694,299	49.17%	(589,575)
E - 911 *****	200,337	776,660	363,028	413,632	46.74%	(162,691)
EMERGENCY MANAGEMENT SERVICES ***	1,127,922	5,306,957	2,238,547	3,068,410	42.18%	(1,110,625)
BUILDING INSP & CODE ENFORCEMENT***	145,203	352,831	161,219	191,612	45.69%	(16,016)
ANIMAL CONTROL*****	24,902	115,384	37,597	77,787	32.58%	(12,695)
PUBLIC WORKS-STREET MAINTENANCE****	513,116	1,853,390	519,269	1,334,121	28.02%	(6,153)
PUBLIC WORKS-SNOW REMOVAL****	1,671	15,000	-	15,000	0.00%	1,671
PUBLIC WORKS-GARAGE****	92,481	265,157	116,028	149,129	43.76%	(23,547)
BUILDING MAINTENANCE-GENERAL*****	349,657	1,232,554	623,782	608,772	50.61%	(274,125)
BUILDING MAINTENANCE-ARMORY****	492	3,000	562	2,438	18.73%	(70)
BUILDING MAINTENANCE-CITY HALL****	71,452	203,304	77,309	125,995	38.03%	(5,857)
BLDG MAINTENANCE-SOC SERVICES****	44,445	82,809	19,500	63,309	23.55%	24,945
BUILDING MAINTENANCE-HEALTH DEPT***	11,012	38,896	10,421	28,475	26.79%	591
HEALTH DEPARTMENT*****	55,000	110,000	-	110,000	0.00%	55,000
MENTAL HEALTH*****	-	33,262	-	33,262	0.00%	-
CHILDREN'S CENTER*****	322,476	644,967	365,580	279,387	56.68%	(43,104)
RECREATION*****	174,578	562,847	218,252	344,595	38.78%	(43,674)
CEMETERIES*****	54,086	1,000	150	850	15.00%	53,936
SENIOR CITIZENS NUTRITION ***	-	-	-	-	-	-
LIBRARY*****	-	303,600	141,535	162,065	46.62%	(141,535)
PLANNING AND ZONING****	124,335	72,935	50,062	22,873	68.64%	74,273
BEAUTIFICATION COMMISSION ****	53,481	25,889	9,989	15,900	38.58%	43,492
DOWNTOWN DEVELOPMENT *****	203	62,044	31,140	30,904	50.19%	(30,938)
PAYMENTS TO SOUTHAMPTON COUNTY ***	33,279	700,000	-	700,000	0.00%	33,279
NON-DEPARTMENT MISCELLANEOUS***	-	-	539	(539)	-	(539)
NON-DEPARTMENT CAPITAL***	359	35,315	35,315	-	100.00%	(34,956)
TRANSFERS*****	4,180,125	7,129,363	2,689,203	4,440,160	37.72%	1,490,922
General Fund Expenditure Total	11,418,521	27,820,566	11,591,653	16,228,913		(173,132)



HIGHLIGHTS – ENTERPRISE FUNDS For the period ending December 31, 2021

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending December 31, 2021.

The report contains provisions for revenue and expenditure accruals.

- Reflects 6 months of revenue & expenditures – full accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

Airport Fund

Revenue Analysis

Fuel sales and airport rental fees are below target with 33% of budgeted realized.

Expense Analysis

Expenses in the fund are below target with 35% of budget expended (net of grant expenses, transfers and depreciation).

Cash Balance

Cash balance in the Airport Fund is \$(83,877).

Water & Sewer Fund

Revenue Analysis

Revenue from the sale of water and sewer service charges of \$1.8m at the end of the period is above target at 53.6% of budget and is \$115k greater than prior year period revenue.

Expense Analysis

Expenses in the fund are \$784k and below target at 32.8% of budget and \$72k spent more when compared to prior year expenses.

Water & Sewer Fund - Operating & Capital Cash Balance

- Cash balance - \$2,472,918

Month	FY 20-21	FY 21-22
July	\$ 1,558,381	\$ 1,901,155
August	\$ 1,638,604	\$ 1,988,354
September	\$ 1,748,855	\$ 2,160,115
October	\$ 1,815,734	\$ 2,302,231
November	\$ 2,063,176	\$ 2,435,050
December	\$ 2,103,530	\$ 2,472,918
January	\$ 1,795,770	
February	\$ 1,808,492	
March	\$ 1,914,301	
April	\$ 1,961,781	
May	\$ 2,037,187	
June	\$ 1,850,771	

Solid Waste Fund

Revenue Analysis

Revenue for the Solid Waste Fund is slightly above target with revenue at \$686k or 52.7% of budget and is comparable to prior year.

Expense Analysis

Expenses in the fund at \$348k are below target with 40% of budget expended and \$24k spent more when compared to prior year expenses.

Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$967,740

Month	FY 20-21	FY 21-22
July	\$1,558,381	\$844,736
August	\$1,638,604	\$866,635
September	\$1,748,855	\$1,161,240
October	\$1,815,734	\$958,051
November	\$2,063,176	\$970,251
December	\$2,103,530	\$967,740
January	\$1,795,770	
February	\$1,808,492	
March	\$1,914,301	
April	\$1,961,781	
May	\$2,037,187	
June	\$1,850,771	

Electric Fund

• Revenue Analysis

- Revenue from energy sales at \$7.1m is slightly below target at 48% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY21 Actual Dec 31	FY22 Budget	FY22 Actual Dec 31	% Realized
Sale of Electricity -Fuel Adj	\$ 94,834	\$ 1,094,629	\$ 478,892	43.7%
Sale of Electric Energy-Residential	3,884,804	8,183,433	3,799,943	46.4%
Sale of Electricity-Commercial	2,863,016	5,497,807	2,877,230	52.3%
Cycle & Save	(59,255)	(109,680)	(59,350)	54.1%
	\$ 6,783,399	\$ 14,666,189	\$ 7,096,715	48.4%

• Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$6.4m and is below budget at 41.4% of the total budget.

ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
7/31	\$ 276,984	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648
8/31	\$ 453,148	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775
9/30	\$ 729,003	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831
10/31	\$ 822,659	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597
11/30	\$ 922,617	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100
12/31	\$ 791,600	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580	\$ 6,941,450
1/31	\$ 554,258	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	
2/28	\$ 644,526	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	
3/31	\$ 888,414	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	
4/30	\$ 970,688	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	
5/31	\$ 990,559	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	
6/30	\$ 807,485	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	

Cash in the Electric Fund at \$6,941,450 decreased by \$238,650 from the prior month period.

ELECTRIC FUND

Minimum Cash Policy Evaluation

Electric Minimum Cash Balance	\$1,494,000
Electric Cash, 12.31.21	<u>6,941,450</u>
Pre-Adjusted Excess	\$5,447,450

Recommended Uses of Excess:

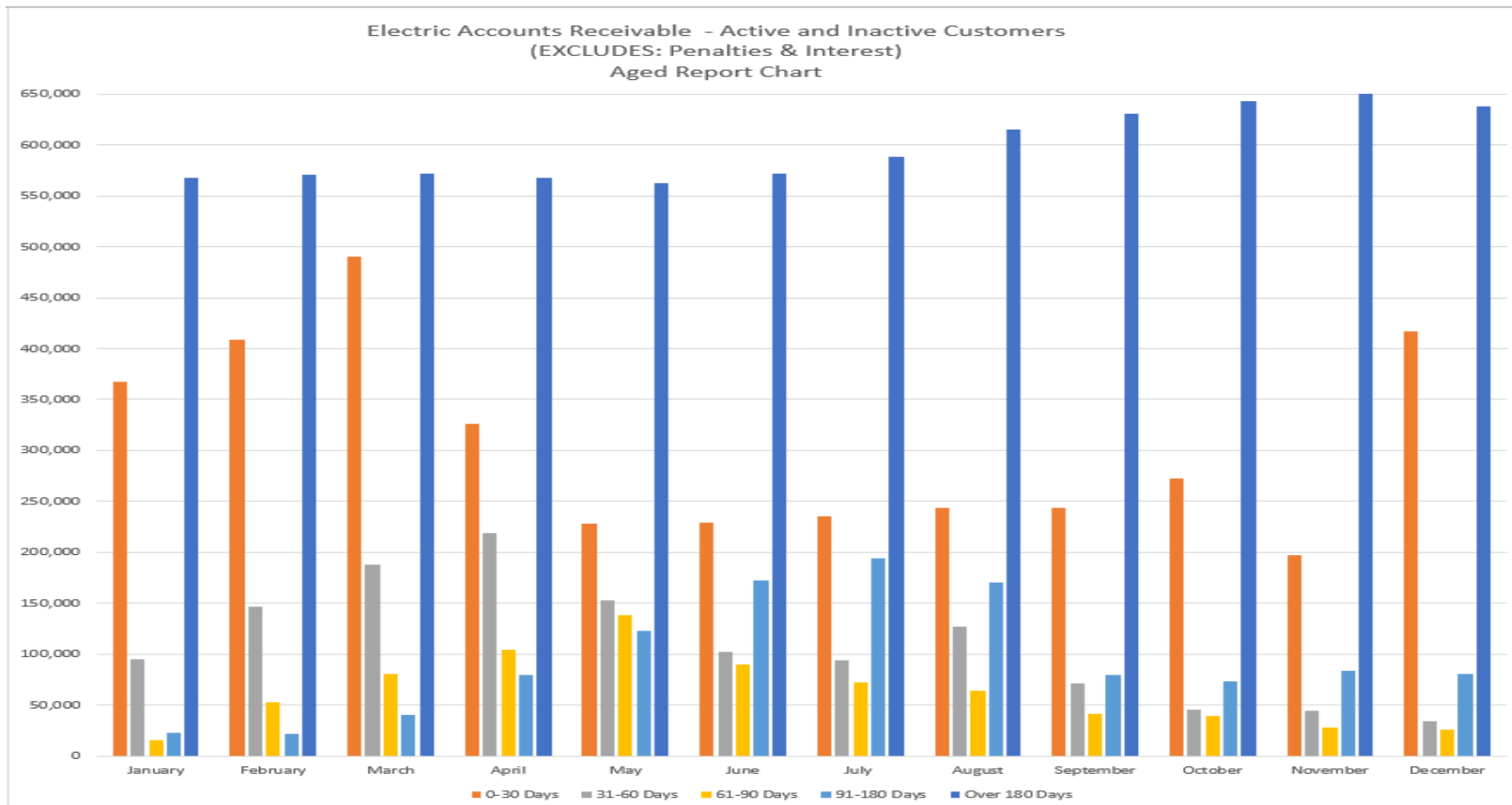
Council Approved Projects-Currently
Funded with Line of Credit Funding:

Automated Metering Infrastructure	\$ 1,500,000	
SCADA Replacement	<u>280,000</u>	(1,780,000)

Proposed FY23 Project:

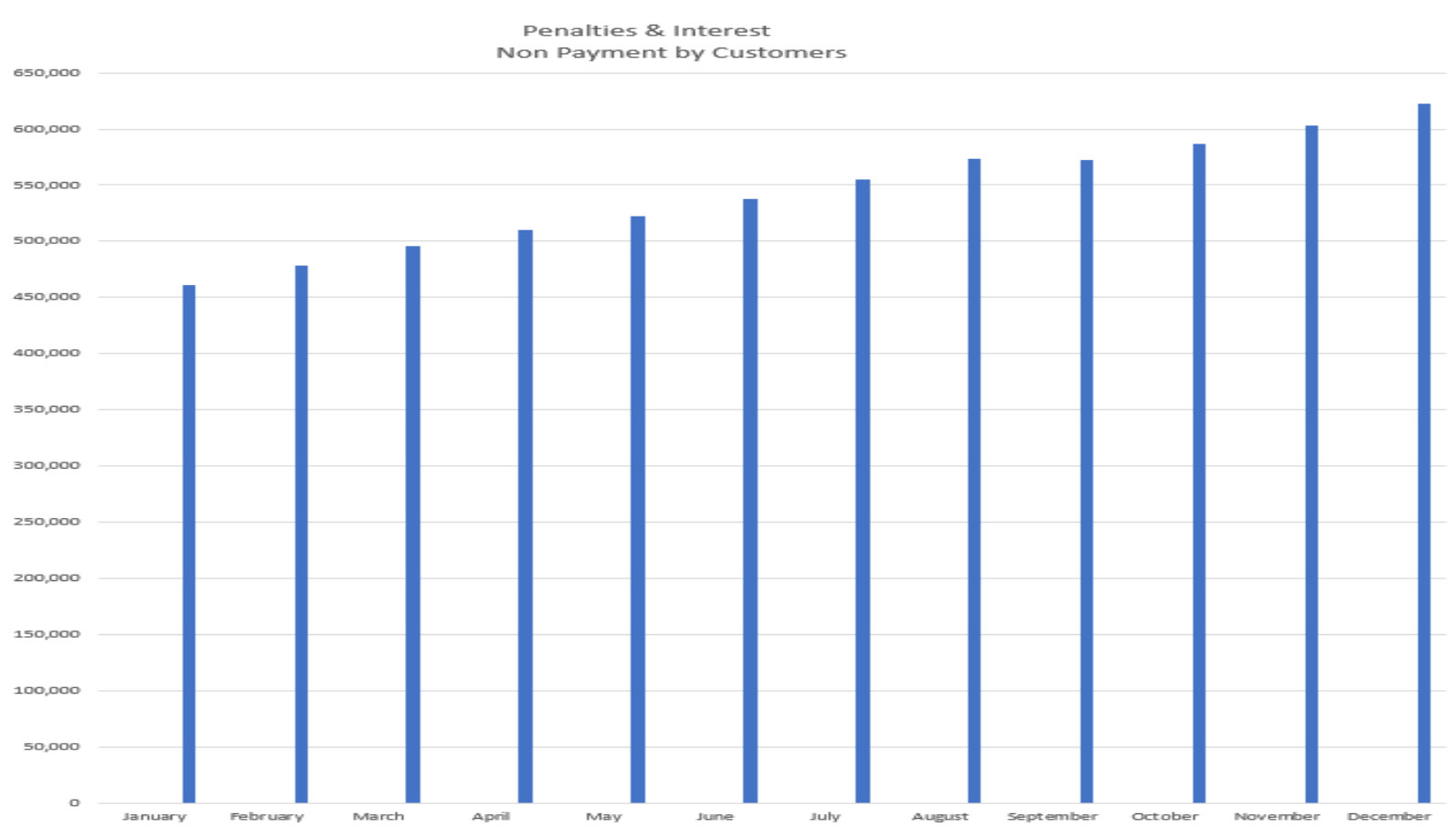
Substation-Additional Cost	<u>(3,500,000)</u>
Adjusted Excess	<u>\$ 167,450</u>

* Note: This will have no effect on the Electric Fund's Unrestricted Net Position. At June 30, 2021, the Unrestricted Net Position was 23% of the Electric Fund's budgeted annual expenses. This is within the Council's approved policy limits of 15% to 25%.



The receivables in the 1st four groups are serviced by the Utility Billing Department. The receivables in the “Over 180 days” group are inactive receivables and are serviced by the City Treasurer’s Department.

June 30, 2021 was the last large Utility Municipal Relief Funding disbursement to customers.



The above chart illustrates the increase in unpaid penalties and interest that were in the Electric Fund's accounts receivable at the end of each month in calendar year 2021.



DECLARATION OF A LOCAL EMERGENCY ON JANUARY 20, 2022 BY THE CITY OF FRANKLIN, VIRGINIA DIRECTOR OF EMERGENCY SERVICES

Whereas, The Director of Emergency Services of the City of Franklin, Virginia does hereby find as follows:

1. That due to occurrence of an impending winter storm the City of Franklin is facing a condition of extreme peril to the lives, safety, and property of the residents of the City of Franklin;
2. The City of Franklin is expecting to receive between 4 – 6 inches of snow and sustained temperatures below 32 degrees over the next twenty-four hours.
3. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

Now, Therefore, be it proclaimed and ordered that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Management and the Emergency Services organization and functions of the City of Franklin shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans;

In order to carry out the effect of this resolution, the City Manager Amanda C. Jarratt or the Director of Finance, Tracy Spence and their designees, are hereby authorized to expend funds from the City's unappropriated fund balance to cover the reasonable operations costs of emergency services pending further report to Franklin City Council and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency and ratified by City Council.

Now, Therefore; I Amanda C. Jarratt, Director of Emergency Services, for the City of Franklin Virginia do hereby proclaim and declare that a local emergency exists in the City of Franklin, Virginia, effective on the 20th day of January 2022.



Amanda C. Jarratt
City Manager



*Office of the City Manager
Amanda C. Jarratt*

February 8, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The City of Franklin staff continues to work with local, regional, and state partners to battle the impacts of COVID-19 and provide testing and vaccinations throughout the City. We are currently seeing a large spike in cases locally and encourage individuals to remain vigilant.
- The City of Franklin Pay Study is underway. Portions of it will be incorporated into the FY 23 budget.
- The joint RFP with Southampton County regarding the radio system and tower needs has been issued. We anticipate receiving responses in March.

Community Events

- Franklin Garden Club and Spring Fest April 23rd.
- Lumberjack Festival May 7th